

SUPERVISOR OF JAIL
STUDY GUIDE

A written examination for the class of **SUPERVISOR OF JAIL** to be administered in **JENNINGS** on **DECEMBER 20, 2007**, will consist of approximately 100 multiple-choice questions. The examination will test your knowledge in the following subject areas:

SUBJECT AREA/KNOWLEDGE	APPROXIMATE % OF EXAM
MANAGING EQUIPMENT/FACILITIES/SUPPLIES Knowledge of the maintenance of equipment, facilities, and supplies, including verifying that equipment is in working order.	13.0%
RECORDS/REPORTS/CORRESPONDENCE Knowledge of effective records-keeping practices, including preparation, content, control, and retention; and knowledge of effective report preparation procedures, including the compilation and organization of data into an effective written format for reports or official correspondence.	13.0%
SUPERVISION Knowledge of the practices and techniques used in effective supervision in order to monitor activities of prisoners; provide training for new jail employees; and to follow departmental procedures and written orders.	18.0%
PUBLIC RELATIONS Knowledge of effective public relations practices which foster a positive public image of the department through contact with the public and other agencies.	6.0%

SUBJECT AREA/KNOWLEDGE	APPROXIMATE % OF EXAM
JAIL OPERATIONS Knowledge of the practices utilized in the daily operation of a jail facility, including booking, jail security, maintenance of facility, and providing for daily needs of prisoners.	50.0%

REFERENCE LIST

While the entire list of reference material will be useful to you in your preparation for the upcoming examination, the **majority** of test questions are sourced from those references listed under the Primary List.

PRIMARY REFERENCE MATERIAL

JAIL OFFICER'S TRAINING MANUAL, National Sheriff's Association, 1450 Duke Street, Alexandria, VA 22314-3490, 15th printing, 1990.

FIRST/SECOND LINE JAIL SUPERVISOR'S TRAINING MANUAL, National Sheriff's Association, 1450 Duke Street, Alexandria VA 22314-3490, 1989.

EFFECTIVE SUPERVISORY PRACTICES/Better Results Through Teamwork, 777 North Capitol, Washington, DC 20005, 4th ed, 2005. (NOTE: May also be obtained through LSU **Firemen Training Program**).

POLICE ADMINISTRATION (Structures, Processes, and Behavior): Pearson Prentice Hall, Upper Saddle River, New Jersey 07458, 6th ed., 2005

SECONDARY REFERENCE MATERIAL

PUBLICATIONS PERTAINING TO LOUISIANA LAWS, PRACTICES, AND PROCEDURES:

STATE OF LOUISIANA JAIL STANDARDS, Developed by the Governor's Prison System Commission, Louisiana Commission on Law Enforcement, April 20, 1991.

SUPERVISION OF POLICE PERSONNEL, Iannone N. F., Prentice - Hall, Inc.(Series in Criminal Justice), Englewood Cliffs, NJ 07632, 6th ed., 2001.

POLICE PATROL (Operations and Management): By Charles D. Hale, Pearson Prentice Hall, Upper Saddle River, New Jersey 07458, 3rd ed., 2004

The local civil service board should make this study guide available to all applicants in whatever manner the board deems appropriate.

While there are no provisions requiring this office to provide study guides for any competitive or promotional examinations, such material will be provided as a service to assist applicants in preparing for an examination. The State Examiner's office has no control whatsoever over the local availability of reference material(mentioned in the study guides), nor do we feelconstrained to limit examination questions to only that material which is available locally. Examination content, weighting ofsubject areas, and length of examination, may vary with each administration of an examination to reflect any updated job analysis information. Percentages and numerical estimations are provided as approximations.